

PART 4 - TEAM AND PLAYER REGISTRATION

US Youth Soccer/OSYSA establishes the basic requirements for registration of players. The following are the specifics of registration for Cincinnati United Soccer League, Inc. (CUSL).

CUSL has created the following positions to manage these registration procedures. The CUSL League Registrar has overall responsibility. Assisting the League Registrar will be League Associate Registrars. The League Registrar has the responsibility to assign responsibilities to these positions.

There will be one Club CUSL Assistant Registrar. Their functions are to be managed by the League and Associate Registrars. The Club CUSL Assistant Registrar has registration responsibilities for their assigned Club. Club Assistant Registrars serve at the appointment of the League Registrar.

All procedures outlined are to be followed by all Registrars. It is their function to insure that all requirements are met by all Clubs and Teams. The Assistant Registrars have been instructed to refuse to complete registration if all requirements are not properly completed. In addition, the CUSL web site based registration system has been developed not to allow completion of a team's registration (or individual players for any team) if the established requirements are not completed properly.

Each Club and all coaches are to review, understand and follow these procedures as outlined. If coaches have any questions they should contact their Club Representative and/or their Club CUSL Assistant Registrar.

SECTION I: PLAYER AND TEAM REGISTRATION

A: ESIGN – General Principles

1. CUSL has a ESIGN process where parents and coaches can electronically complete their US Youth Soccer / OSYSA / CUSL registration material. If parents and coaches utilize this option, it eliminates the need for the hard copy paper US Youth Soccer Registration forms.
2. This procedure is designed to use the CUSL website to email parents and coaches with the information (including required Concussion Awareness information) to their email addresses. Therefore, it is required that the email address of all coaches and parents be listed on the CUSL web site.
3. In the rare exception that coach(es) or player(s) do not have an email address the current hard copy procedure is to be used.

4. It is required that Coaches and Parents print the attached Concussion Awareness information when they receive their email ESIGN notice. Both coaches and parents are required to sign in the ESIGN system the receipt of the Concussion Awareness Information (as required by Ohio State Law) or on the paper hand copy.
5. The ESIGN system eliminates most of the hard copy requirements, however, parents will need to provide required proof of birth for new players or transferred players. This documentation is to be given to the Club CUSL Assistant Registrar.
6. Once the players birth date has been confirmed by the Club CUSL Assistant Registrar and entered into the web site system, it will be locked in the system and cannot be changed (except by the League Registrar or Associate Registrars). Therefore once entered, there is no need for proof birth for this player as long as he/she remains on that team. New Players, transferred players and players who switch teams for a new seasonal year will need to provide proof of birth.
7. Coaches will have to provide copies of the Risk Management and Concussion Awareness Certificate to the Club CUSL Assistant Registrar as well as verifying that they have received their concussion awareness information.
8. When Club Assistant Registrar's receive: (1) Coaches or Players Hard Copy paper US Youth Soccer Registration forms, and/or Players proof of birth and/or coaches Risk Management Certificate and/or Concussion Awareness Certificates (on the timing required for each) they following action is to be taken:
 - a. For Hard Copy Paper Players or Coaches Registration forms, the Club CUSL Assistant Registrar is to enter this data on the CUSL web site as completed (same as when the web site automatically records this information during ESIGN). These forms are to be scanned and kept for 5 years.
 - b. For hard copies authorized proof of birth – the Club CUSL Assistant Registrar is to enter this data on the CUSL web site as completed. This form is to be scanned and kept for 5 years.
 - c. For hard copies of Risk Management or Concussion Awareness Certificates this information is to be entered into the CUSL web site system as completed. These forms are to be scanned and kept for 5 years.
9. Each Club is to send to the CUSL Registrar copies of the scanned forms on either a disk or on a flash drive at the end of each season. Once scanned the proof of birth may be returned to the family.
10. There is no deadline (except for the first game of the season) when the teams and players registration must be completed. Registration can be completed on the team's timing – for example an early season tournament can be handled if the team provides the required information and it is entered into the system. Games will be

forfeited if the team has not completed registration by the time of that game and all following games. Players/coaches cannot compete without being on the roster and having been issued a player pass. To have a team print out player passes and team roster, all of the requirements must have been completed for at least 7 players and 2 coaches.

11. Registration can only be completed when all of the required information is recorded on the CUSL web site. (1) Players Registration form E-SIGN or hard copy signed and record, (2) proof birth, (3) Concussion Awareness received, (4) Concussion Training Certificate, and (5) Risk Management Certificate. The web site system will not permit printing of rosters or any players/coaches passes until this information is recorded for at least 7 players and 2 coaches.
12. Once 7 players and 2 coaches are completely registered, the Club CUSL Registrar can print out player and coaches' passes for those qualified individuals. As other players/coaches are registered they can be printed out by the Club CUSL Registrar. All passes printed out will be completed validated when they are printed. Once they are printed, the Club CUSL Registrar will laminate the passes and they will be ready for pick up / use by the coaches.
13. Coaches can print out validated roster any time after they have 7 players and 2 coaches completely registered. Those who have not completed / provided the required material will not be included on the roster. Once they are completed the coach can print out another roster with their names listed and get the additional player / coaches' passes.

B. General Requirements

1. Each club is required to provide an individual to serve as the CLUB CUSL Assistant Registrar, subject to approval by the League Registrar. Their function is to administer the established Player and Team Registration requirements for their assigned Club and their teams.

The Club Assistant CUSL Registrar is to review all registration material (computer based or hard copy forms) to insure its correct preparation. If any registration forms are incorrectly prepared, the Club CUSL Assistant Registrar is to insure that the corrections are made. Club CUSL Assistant Registrars, not the CUSL Registrar, should be the first person contacted by a team if it has any questions concerning registration matters.

2. The first team for which a player or player's parent or guardian signs a US Youth Soccer Membership Form (computer based or hard copy) is considered a member of that team and is bound to that team for the entire seasonal year (September 1 thru August 31), unless he/she obtains a transfer to a different team, even if the player never participates in a game for that team. A player may not be removed

from a team's roster except as described in Section II. A player may voluntarily elect to quit a team; however, if such player wants to play soccer during the same seasonal year, he/she must return to the team he/she quit and transfer to another team.

3. A transfer is the right of the player according to US Youth Soccer rules. If the coach of the team from whom the player is transferring refuses to sign the transfer form, delays in signing it, or refuses to give the player his/her player pass for use in the transfer process, the coach may be subject to sanctions by CUSL and/or OSYSA. Note, however, that while the coach cannot delay or refuse to sign the transfer form, he/she does not have to approve the transfer. If the coach disapproves the transfer, OSYSA will delay processing for two weeks. Once the two weeks has passed, it will be approved and forwarded to the coach of the new team.
4. A team may not, at any one time, have on its roster more than five players who were previously rostered with another team during the current seasonal year if they wish to compete in the State Cup or President's Cup. The movement of a player to a team's primary roster from any league guest player is a transfer and is counted against the five previously rostered player limit. This means that during a seasonal year, a team may add to its roster an unlimited number of previously rostered players, just so long as there are no more than five at any one time. This limit is monitored by the web site based registration system. This notice is provided on the Coaches ESIGN registration form and on the hard copy.
5. The Ohio High School Athletic Association prohibits more that 5 players who played in High School in the previous fall season from being on the same US Youth / OSYSA a roster (Varsity, Reserve, Freshman teams). Players could be declared ineligible for their high school team by the OHSAA so coaches are to carefully check and insure that there is no violation of this rule.
6. Each team and player must be registered with CUSL. Each player must have a US Youth Soccer player pass and be listed on the team roster. Players may not be rostered/play on more than one team during the CUSL Season (Exception Ohio South Youth Soccer Association, Inc. ODP teams). Players cannot be registered until they have completed the required items for registration.
7. All required information is to be entered into the CUSL web site system and the required material must be completed (e.g., US Youth Soccer registration forms – hard copy or ESIGN) prior to the start of the season or at an early timing as needed by the team.

It is required that all players and coaches have an email address entered into the CUSL web based system. Once all of the data has been entered for all players and coaches, the coach is to click on the TEAM PREPARED block. The CUSL web site

system will email all parents and coaches the ESIGN material necessary to register electronically.

8. Teams and players are not allowed to compete in any games unless all registration requirements are met and they have their players pass and are listed on the team roster. Until the team has registration complete for at least 7 players and 2 coaches, the team is not eligible to play in a game. Individual players or coaches cannot participate before they receive their players pass and are listed on the roster. It is not sufficient for the documentation to have been provided. Before a team/player can play, the processing by the CUSL web base system must be complete and the passes and roster has been printed
- 9 Complete registration consists of properly completed US Youth Soccer Membership Form for each player and coach (hard copy or ESIGN), player and coach passes, proof of risk management from OSYSA, proof of concussion awareness, the official team roster, proof of birth (if needed), and inter-team transfer form, if applicable. A team, player or coach will not be registered without all items being properly completed and available at the time of registration.
10. If at least 7 players and two coaches are not registered prior to the first game of the season, the team cannot participate and the game may be forfeited. Players or coaches who are not listed on the roster and do not have their passes cannot compete in a game. If they do enter the game it can be forfeited. If the game is forfeited, the penalty fees may apply.
- 11 Any team that is accepted for and intends to play in a spring or fall league, but fails to register on or before the start of the season and does not play in any games penalty of \$200.00 or the amount of the fee for forfeited games.
12. Players are not rostered with CUSL until they are included on the approved official team roster.
13. U-10 and younger teams are required by OSYSA to play in a league located within the OSYSA district (as defined by OSYSA) in which a majority of its players are domiciled (for District 2 within 6 miles of the border of District 1). For example, a U-10 team having 55% of its players residing in District 2 would be required to play in a District 2 league. At U-11, the team could play in a league located in any district of its choosing. Out -of state teams are not subject to this rule provided they have received permission from their state association to play in an OSYSA league.

C. Club Registration Responsibility

1. All matters pertaining to CUSL registration are to be processed through the Club CUSL Assistant Registrar and/or the CUSL website. Issues are to be discussed with the League or Associate Registrars.

2. If the registration material is not properly completed, it will be rejected. Registration will be deemed complete when the material has been corrected and re-submitted for approval of the Registrar. No registration can be completed for individual players / coaches until it is correct (hard copy or ESIGN, plus proof of birth is required, but not for coaches).
3. Each Club is to insure that they coaches enter all of the required information into the CUSL website each of their teams playing in CUSL. They are also to insure that the proper number of coaches and players are registered on the web site. Clubs will be invoiced for player and coach passes by the Treasurer based upon the number of each registered. While adds, drops and transfers can be processed on the CUSL website, applicable supporting material will have to be completed and submitted to the Registrar to complete the player add, drop or transfer. All forms can be downloaded from the OSYSA/CUSL website.
4. Each Club Representative and/or coach is responsible for entering the required information on the CUSL website to complete registration of players and coaches. Once the data is entered into the web site and the coach checks that the information is ready for the season, the ESIGN will send US Youth Soccer registration forms and concussion information to all parents and coaches.
5. Proof of birth consists of any of the following: Birth certificate, Passport, U.S. Alien Registration Card, Certificate of Naturalization, last year's player's pass (or current year's if a transfer), if picture is attached, or driver's license. If the age of any player is challenged, the CUSL Registrar may, at their discretion, request additional proof of birth of an official nature, such as an original or certified birth certificate, and may reject old registration player passes.
6. Expired player passes if used for proof of birth are not to be returned.
7. Each Club is responsible for checking to make sure that each registration form (hard copy or ESIGN) has been submitted and recorded on the CUSL web site. All hard copy registration forms submitted are to be checked to insure that they are correct and then entered into the CUSL web site. Hard copies are to scanned as previously outlined.
8. The Club is responsible for insuring that all necessary material is complete so that each team can complete registration on the CUSL web site before the team's first game.
9. If players are added and/or transferred, once approved a new validated roster and pass can be printed by the CUSL Club Assistant Registrar. The new validated roster will identify players who are transfers.

D. US Youth Soccer Player Passes

1. US Youth Soccer player passes are valid for a seasonal year (September 1 thru August 31). They must include a color photo of the player. They must be printed on the pass (digital) or glued. No photo can be taped or stapled. All player and coaches passes must be laminated by the CUSL Club Assistant Registrar before they are given to the coach of the team.
2. US Youth Soccer player passes must be validated by the league in which the player is playing. Rosters and coaches and player passes are validated when the CUSL Club Registrar prints them from the CUSL web site. Once printed the Club CUSL Assistant Registrar is to laminate the passes in the plastic sleeve provided prior to the time that they are given to the coach of the team. A player pass validated by another US Youth Soccer league are not acceptable for play in the CUSL.
3. In the event that a team is entered into another league or switches leagues within the seasonal year, the team's roster (and guest player roster if applicable) shall be counter stamped by CUSL. If it has the CUSL stamp on the roster, the Player Passes issued by one League/Association or the other will be valid for play in any program so marked.
4. No player may have two US Youth Soccer player passes at the same time.
5. Each player pass is to be prepared / printed from the CUSL website system.
7. Pictures must be current, in color, and clearly identify the player or coach. No photocopy copy of a picture is permitted. Only an original photo or digital photo and in color are acceptable. Pictures must be printed or glued to player passes (or be digital). Staples or tape are not acceptable
8. All Player and Coaches passes are to be laminated in the specific OSYSA plastic sleeve before they are valid for use in any game.
9. If a referee rejects the photo on the field and crosses out the photograph, a new card (with fee charge) must be issued prior to that player being able to compete in any future games. However, the player will be permitted to play in that game
10. In the event a pass is damaged, it may be returned for a new one at no charge.

E. PLAYER NUMBER

- 1, Each player on each team will be assign player number. This number is composed of the CUSL League Number "XX", then a "B" (boys) or "G" (girls), the team number (I.E. 0815) and a two - digit number between 01 and 99 (sometimes goes to 3 digits). One different number is to be assigned to each player. The CUSL website will assign a new team their team number upon registration of the team by the Club.

1. A sample number would be XXG081512.

F. WEBSITE TEAM REGISTRATION

- 1, Each Club is to enter each team in their Club in the CUSL website. All of the required information is to be provided and entered. Once this is completed, the coach will click on the completed “send request to coach” or the “send request of Parents” link. Once these are clicked all coaches and players will be notified by email of the ESIGN opportunity. For those parents/coaches who cannot utilize the ESIGN the coach is to print out the hard copy US Youth Soccer Registration form along with the concussion awareness information and deliver it to the parents for signature.

Once signed hard copy of this material is signed, the Coach is to deliver to the Club CUSL Assistant Registrar who will check the forms and if properly completed enter the information into the CUSL web site and arrange to have the hard copy scanned.

2. It is the Club's responsibility to insure that the all of his/her teams and the coaches' information is properly recorded on the website. As changes occur the Club and/or the coach is to keep the team's information accurate and up to date.
3. All of the Teams Registration information is to be completed on the website prior the time that the coach wishes his validated roster and passes. All registration must be completed prior to the team's first game. If the registration is not completed for at least 7 players and 2 coaches the game will be forfeited. Any player or coach who has not yet completed his/her registration cannot participate in any games.

G. Early Registration Procedures

1. For the Fall or Spring seasons, a team can register as early as they wish (within the limits of the web site being updated for the new seasonal year or the next season) – for example if they are going to play in a tournament. As soon as the Registration material is entered into the CUSL web site, and/or delivered to the Club CUSL Registrar, he/she can print out passes for those members of the team (at least players 7 and 2 coaches) when they have their registration completed. Timing is the decision of the team and requires the completion of the registration requirements for each player.

SECTION II: REQUIRED FORMS

A. Team Roster

1. Each team is to have a completed roster at all games. The official roster which is produced with all validations on it can be printed from the CUSL website.
2. The validated official team roster should be taken to all games.

B. US Youth Soccer Membership Form

1. Each player, eighteen years of age or older, must sign the waiver of liability included in the US Youth Soccer Membership Form (ESIGN or hard copy); for younger players, a parent or guardian must sign. They may be signed via the ESIGN procedure or via the hard copy form. No player will be registered and included on the roster unless this Registration document as been signed.
2. Once a player or a player's parent or guardian signs the US Youth Soccer Membership form for a team, the player is considered a member of that team and is bound to that team for the entire seasonal year (September 1 thru August 31) (ESIGN or hard copy), unless he/she obtains a transfer to a different team, even if the player never participates in a game for that team.

D. Roster Changes

1. To add, delete or transfer a player or coach to a team's previously validated roster, the appropriate form(s) must be submitted to the CUSL Registrar or CUSL Associate Registrar. The coach must enter the required information entered on the web site. The ESIGN information or a hard copy of the registration must be given to the parents of the player. Once the parents have ESIGNED or the hard copy has been given to the Club CUSL Registrar and the player is properly recorded on the web site, the CUSL Club Registrar can print out the new player pass and notify the team that a revised roster may be printed. The revised roster will be validated when it is printed. A new player or coach pass provided to the coach.
2. During each seasonal year (September 1 through August 31), a team is allowed to have on its official roster, at any one time, up to five (5) players who were previously rostered with another team during that seasonal year. A team is allowed a maximum of eighteen (18) players on its official roster.
3. A player may be removed by the coach from a team's roster only for the following reasons:
 - a. The player has violated a USYSA or OSYSA disciplinary rule;
 - b. The player moved beyond a reasonable travel distance; or
 - c. The player is injured in such a manner that he/she will not be able to participate for the remainder of the seasonal year.

If one of the above reasons is does not apply, the player may not be removed from the roster. Before the player is effectively removed, the coach must complete a USYSA player release form, and the player must be notified, in writing, of his/her removal from the roster. Notice can be evidenced by the completion of an OSYSA voluntary quit form, or by sending a letter to the player via certified mail. Regardless of the specific form used, it must be signed by a CUSL registrar.

5. DELETE A PLAYER (not a transfer) OR COACH, the following must be submitted to the registrar to whom the team's Club is assigned. Two copies of the voluntary quit form (not needed for coaches). If the player is being removed by the coach pursuant to Section II, the coach may substitute for the voluntary quit form with a copy of the notice of the player's removal, including evidence of receipt of delivery. Player or coaches pass of the person being dropped. Once the CUSL registrar has approved the change, the team will be able to print a new roster from the website.
6. To TRANSFER A PLAYER TO A TEAM the following must be submitted to the registrar to whom the team's Club is assigned:

- Inter-team player transfer request and approval form
- Player pass from the team the player is leaving
- Player pass for new team
- US Youth Soccer membership form (or ESIGN)
- Proof of birth

Once the information has been entered into the web site and CUSL has approved the change, the team will be able to print a new roster from the website. The CUSL Club Registrar will deliver the new pass.

E. Required time for roster changes

1. PRIOR TO THE BEGINNING OF LEAGUE PLAY: At any time prior to the beginning of league play, allow up to one (1) weeks after receipt by the registrar to whom the team's Club is assigned of all properly prepared documentation for it to be processed.
2. ONCE LEAGUE PLAY BEGINS: Once league play begins, if all documentation required for a roster change, correctly prepared, is received by the registrar to whom the team's Club is assigned, it will be processed in time for the player(s)/coach(es) to be able to participate in the first Sunday game that is seven (7) days after receipt thereof.
- 3 The player can participate in games once the new official team roster can be printed and they have received the new player pass.